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ABSTRACT

This document is an introductory guide to all aspects of law librarianship. Chapters 1 and 2 provide an overview of the history and nature of law libraries and the nature of the legal field and legal clientele. Collection development is discussed in chapter 3, covering such aspects as acquisitions, alternatives to purchasing materials, selection and current awareness tools, and weeding. Technical services are described in chapter 4, including acquisitions, serials check-in systems, routing, missing books, superseded material, preservation, cataloging and classification, and managing special collections. Chapter 5 reviews user services and chapter 6 discusses the impact of technology on law libraries. The management issues of space planning and design, disaster planning, marketing and budgeting are covered in chapter 7. Personnel and staffing issues are examined in chapter 8. Chapters 9 and 10 discuss special issues for law firm libraries and for academic law libraries. Special issues for government-sponsored law libraries are identified in chapter 11. Contains a general bibliography and index. (AEF)

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